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5 November 1954

**CONFIDENTIAL**

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Weekly Report for the Week Ending 5 November 1954

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By:	35

1. Projects and Studies in Process

a. DCI Move - (continued item)

Plastering has been completed on new partitions located in accessible areas. Other work on this project is progressing satisfactorily.

b. Strategic Reserve Requirements - (continued item)

A study has been completed concerning necessary redistribution of arms and ammunition to bring the stock position of each world storage location into balance with requirements for the area to be serviced. This study reveals that it will be necessary to move

25X1A11a

c. Joint Committee on Printing Survey - (continued item)

The next meeting of the survey group is scheduled for 16 November 1954.

2. Administration

a. Use of Agency Telephones - (continued item)

Local telephone calls for the month of October totaled 123,923 and involved a cost of \$4,581.36. This represents a reduction of approximately 7,000 calls from the previous month and a reduction of approximately 37,000 calls per month since June 1954.

b. Agency Regulations - (continued item)

(1) [REDACTED] Establish-  
ment and Submission of Table of Vehicular Allowances, were for-  
warded to the Regulations Control Staff for formal coordination.

(2) [REDACTED] All com-  
ments received during formal coordination have been resolved and  
the regulation now is being hand carried to all components for  
formal concurrence in the final version prior to publication.

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3. Supply Division

a. Special Ordnance Materiel - (continued item)

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25X1A12  
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25X1A12

[redacted] materiel, currently being rehabilitated at a [redacted] arsenal, is not being processed at a satisfactory rate due to an increase in work load of the installation, together with a reduction in personnel. Discussions with a representative of the [redacted] have produced a cooperative attitude toward expediting this program. A representative of this Office has been placed on temporary duty at the [redacted] installation in order to work out more satisfactory completion dates for outstanding work orders.

4. Transportation Division

a. Special Trucking Operations - (continued item)

25X1C15a

[redacted]

5. Procurement Division

a. [redacted] - (continued item)

25X1C10b

[redacted] units recently procured have been tested and found to be acceptable. Action has been initiated to locate additional sources for the development and manufacture of this item in order to obtain competitive bidding.

6. Real Estate and Construction Division

a. Construction, [redacted] - (continued item)

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The telephone switchboard for [redacted] has been received and is being installed. Final inspection of the intercommunicating telephone cable for [redacted] disclosed minor defects which are being corrected.

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[redacted]

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c. Office Space, Headquarters - (new and continued item)

At a meeting with representatives of the DD/P, this Office was advised that additional space requirements of DD/P have increased from the previously requested 6,300 square feet to approximately 19,000 square feet. A study has been initiated to determine the manner in which this space may be made available.

7. Printing and Reproduction Division

a. Field Printing Capabilities - (continued item)

Study recently conducted by the PF Staff, DD/P concerning field printing requirements and capabilities indicates that approximately 50 percent of the printing required for the field must be produced in Headquarters. Action has been initiated to determine changes necessary in present facilities and practices to accomplish this additional work load.

15/  
JAMES A. GARRISON  
Chief of Logistics

WRK  
IO/TR&P/JAS:hhl ( 5 November 1954)

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